



# **Missouri Department of Natural Resources**

## **Water Pollution Control Program**

**Application for**

**Nonpoint Source Pollution Mini-grant**

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<b>1. Title of Proposal:</b>			
<b>2. Sponsoring Organization/Address:</b>		<b>3. Contact Person/Phone Number:</b>	
		<b>4. Start Date:</b>	<b>End Date:</b>
<b>5. Project Schedule:</b>  <div style="text-align: center;"><b>Milestones/Activities</b></div>			<b>Target Date</b>
<b>6. Budget</b>		<b>Non-federal Match</b>	<b>Mini-grant (federal)</b>
<b>Expense Item</b>			<b>Other</b>
<u>Salary/Fringe</u>		\$ 0.00	\$ 0.00
<u>Travel</u>			
<u>Supplies</u>			
<u>Other</u>			
<u>Contractual</u>			
<u>Indirect (Only if there is an established indirect rate)</u>			
<b>Total Charges</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>7. Link to other grant programs:</b>			

**8. Objectives: (must be specific and measurable)**

**9. Output: (tangible results of project)**

**10. Evaluation Methods: (must quantify attainment of objectives and effectiveness of results and outputs)**

**11. Cooperators: (agency / organization, contact person, phone number)**

**12. Signatures: To the best of my knowledge, all of the data in the application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with all conditions of the grant if awarded.**

**A. Name of authorized organization representative:**

**Phone Number:**

**Signature:**

**Date:**

**B. Name of applicant:**

**Phone Number:**

**Signature:**

**Date:**

# Nonpoint Source Minigrant Program

## Application Criteria and Instructions

### *Purpose*

The Missouri Department of Natural Resources' Nonpoint Source Water Pollution Control Minigrant Program supports small projects that

1. Will create a citizenry that is accurately informed about the causes, extent and control of nonpoint source water pollution and water quality issues and
2. Provide an opportunity for involved citizens to achieve environmental success through nonpoint source water pollution prevention or remediation.

Funds for the program are provided by the U.S. Environmental Protection Agency (EPA) through the Missouri Department of Natural Resources (the department).

### *Eligibility*

Eligible organizations include state and local agencies and educational institutions, and not-for-profit organizations. Proof of 501(c) status is required. Agency or organization cooperation is encouraged, but the lead sponsor must be identified in the proposal.

Projects **must** address nonpoint source water pollution to be considered for funding.

### *Objectives*

- \* Increase public knowledge of nonpoint source (NPS) water pollutants and their impact on surface and groundwater quality.
- \* Increase public awareness of alternatives that can prevent NPS water pollution.
- \* Stimulate individuals to assess and modify practices and behaviors that contribute to NPS water pollution.
- \* Develop tools and programs to encourage behavioral changes toward sound preventive practices.
- \* Encourage local partnerships and public participation in efforts to restore and protect water resources threatened by NPS water pollution.

### *Awards*

Proposals may be submitted at any time, but will be reviewed quarterly. Applications received by the first date of the calendar quarter (January 1, April 1, July 1 and October 1) will be reviewed that quarter. Applicants will be notified of the status of their proposal about one month after the first date of the calendar quarter. If approved for funding, awards will be made approximately 10-12 weeks after the first day of the calendar quarter.

### *Proposals*

Proposals must include the standard application form provided and an attached narrative. Narratives should be no longer than two pages. Provide 15 copies of the entire proposal.

### *Requirements*

- Project limit: 18 months
- Grant limit: \$5,000
- Matching support requirements: 60% federal, 40% nonfederal (may be cash or eligible non-cash contribution)
- Focus: NPS water quality information and education, innovative or alternative NPS water quality preventive practices, or remediation of an existing NPS water quality problem or site. Priority will be given to projects targeting waters on the 303(d) list.
- Purposes consistent with those outlined above
- Eligible sponsors
- Proposed project is realistic and manageable

- Project involves local participation
- Adequate funding and matching support is documented
- Objective measurement of effectiveness of project and outputs
- Quarterly and final reports required
- Detailed workplan and budget to be provided within 30 days after notification of selection

### *Limitations*

- Minigrants may **not** be used for research or data collection, nor may they be used for projects on private lakes.
- Information and educational materials developed as part of the project must be reviewed and approved by the department and carry a notation crediting EPA and the department for funding.
- Payment will be on a reimbursement basis. Adequate documentation of expenditures and matching support must be provided.
- Equipment purchase is discouraged. Equipment purchased may remain the property of the department and usually must be returned to the department upon project completion.
- Projects developing products to be sold will be evaluated individually. In some instances project income may have to be returned to the department.
- Support of established, ongoing programs will be evaluated on an individual basis.

### *Selection Criteria*

- Relevance to NPS water quality protection or restoration.
- Impact on waters on the 303(d) list.
- Potential for use or adaptation elsewhere.
- Quality and appropriateness of activities proposed.
- Cost effectiveness.
- Strength of information, education and public awareness components.
- Importance to community or audience.
- Degree of innovation.

## Sample Minigrant Projects

*Watershed restoration/protection projects with a particular focus on removing contaminants responsible for a particular water's 303(d) listing as impaired will receive highest priority for funding.*

### *Watershed Restoration Action Strategies (WRASs) development -*

Minigrant funding could be used for public meetings, printing costs, mailings, etc. associated with development of a WRAS for a specific watershed. Applicants should follow the guidance contained in Enclosure B for developing the seven elements of a WRAS.

### *High School Water Quality Project - \$1,425*

Advanced chemistry students developed a water quality unit and an independent study unit. Students studied chemical and bacterial contamination of a river and possible impacts caused by upstream agricultural operations.

### *Residue Measurement Campaign - \$5,000*

Project recruited and trained FFA volunteers to teach area farmers how to measure crop residues in their tillage operations.

### *Stream Table Project - \$2,029*

Project purchased a stream table and used it at local and regional events to demonstrate the behavior of streams, effects of channelization and of clearing wooded stream corridors.

### *Stormwater Awareness Program - \$5,000*

Boy Scouts stenciled storm drains and distributed informational door hangers to encourage residents to reduce NPS pollutants discarded into storm drains. Public service announcements and other outreach efforts were also included.

### *Poster Contest - \$1,000*

Sponsored a "No Point in Polluting" NPS poster contest for grade school students to raise awareness of sources of pollutants.

### *Demonstrating Starter Attachments for No-Till - \$4,500*

Sponsors assembled a planter with different no-till attachments to use in field demonstrations. Farmers are able to see different options demonstrated side-by-side.

## **Application Instructions**

Please submit 15 copies to: **Minigrants**  
**Missouri Department of Natural Resources, WPCP**  
**ATTN: Planning Section**  
**P.O. Box 176**  
**Jefferson City, MO 65102**

1. Self explanatory.
2. Identify the sponsoring organization authorized to accept and supervise grant funds. Not-for-profit organizations please attach proof of 501(c) status.
3. Enter the name and phone number of the person who can give substantive information about the proposal, usually the senior author.
4. Enter the proposed date initial activities will begin and when the project will end (final report submitted). Allow at least three months after the proposal's expected review date before your project start date.
5. List the major activities of the project and target dates they will occur.
6. Identify major expenditures: salaries, fringe benefits, facility or equipment rental, publication costs, etc. Summarize minor expenditures. See budget and match guidelines, which follow, for assistance with budget preparation.
7. Identify other agencies, programs or grants to which you have applied for or received support for this project.
8. List specific measurable objectives. Examples: grass and tree buffer strip to be planted along 100 foot section of streambank, 60% of workshop attendees will reduce application of lawn chemicals.
9. List significant results of your effort. Examples: workshops, newsletters, brochures, public meetings, quarterly and final reports.
10. Describe methods you will use to measure the results of your effort and the attainment of your objectives. Example: pre- and post interviews, increased requests for assistance.
11. List contacts in other agencies and organizations that will have a role in completing this project. Copies of commitments by other agencies or groups listed as cooperators in this project must be attached.
- 12.A This section must be completed by someone authorized to commit the organization to the project. Attach an additional sheet if other signatures are necessary.
- 12.B This section should be completed by the applicant (senior author) if other than above.

Narrative: Please attach a summary of your proposal (no more than two pages, 8.5" X 11", single space, normal type). Use the narrative to put your proposal in proper context for reviewers, explain roles of cooperators, identify qualifications of applicants, if not apparent to reviewers, and present other relevant information that will support your application.

If you have questions, please call Planning Section at (573) 751-7428.

### **Budget Guidance for Proposed Expenses and Match**

The following items are listed as examples of the kinds of expenses to include in each budget category. Expenses are not limited to these items. You may call for assistance if questions arise.

**Salaries/fringe:** Self-explanatory.

**Equipment:** Equipment purchase. List each item costing \$5000 or more and price individually. Items costing less than \$5000 are considered supplies.

Office equipment	Office furniture
Mechanical equipment	Technical equipment
Tools	Computer equipment

<b>Travel:</b>	Mileage	Meals
	Lodging	Vehicle rental

<b>Supplies:</b>	Printing supplies	Office supplies
	Photography supplies	Technical supplies
	Educational supplies	Seed and fertilizer
	Library materials	Housekeeping supplies

Individual supply items costing between \$200 and \$5000 should be listed individually, e.g., furniture.

<b>Other:</b>	Advertising	Software purchase
	Telephone charges	Prizes and awards
	Utilities	Printing and binding
	Meeting room rental	Equipment maintenance, repair, or usage

**Contractual:** Contracting with another entity to perform work for you; e.g., contracting with University Extension to prepare a publication.

Legal, auditing and accounting services  
Professional and technical services



## **Nonfederal Match**

The nonpoint source program requires that federal grant funds be matched proportionately with nonfederal funds or that the recipient participate to some extent in the cost of the project. "Matching" requirements are prescribed by Congress in the 1987 Amendments to the Clean Water Act. Federal participation is limited to 60 percent of the allowable costs in the project budget; the recipient is expected to contribute 40 percent.

Costs used to satisfy a recipient's matching share may be either cash contributions to project costs or contributions of goods or services. Contributions not involving cash are generally called "in-kind" contributions, loan of equipment, for example. Since recipients are required to document all nonfederal match, care should be taken when preparing a budget to include only those things which can be documented. Volunteer time must be recorded on a time sheet with the volunteer's signature. The value of the time must be consistent with a reasonable pay/fringe rate for the work performed. Time provided during their workday by state or federal agency employees, such as Missouri Department of Conservation or University Extension, cannot be used as match without written approval by their agencies. Equipment usage must be recorded on a log sheet with a reasonable hourly rental charge attributed to the loan. Donated materials or supplies used in the project should be valued at fair market value.

The test of nonfederal match allowability is this: If an item would be eligible for inclusion in the federal share, it is allowable for nonfederal match. For example, mailing or printing would be allowable either as a federal expense or a nonfederal match.

Recipients are permitted to exceed the matching requirement or "overmatch" a grant. Doing so is making more of a commitment to the project than is required. On the other hand, if a recipient does not contribute a sufficient match, federal support will be reduced proportionately to maintain the required matching ratios.